



# McComb Recreation Department

## Application for Renting Downtown Pavilion

North Railroad Blvd. McComb, MS 39648

**Rental Fee: \$50 – 8:00 a.m.-10:00 p.m.**

Rental Date: \_\_\_\_\_ Time \_\_\_\_\_ am/pm until \_\_\_\_\_ am/pm

Type of Activity/Event: \_\_\_\_\_

Description: \_\_\_\_\_

Name of Individual Responsible: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

In order for the City of McComb to hold your reservation, payment and this form must be received at least 14 calendar days prior to the event. Failure to do so will result in loss of reservation. Rental fees must be paid in full 14 calendar days prior to the event.

Activity(ies) to be conducted during the event may require additional review and approval to verify that no City policies or rules would be compromised.

Street closure/Parking Garage are **NOT** a part of this agreement.

**CANCELLATIONS MUST BE MADE 14 DAYS PRIOR TO RENTAL DATE TO RECEIVE A FULL REFUND.** Refunds may be made on outdoor facilities if rained out. Cancellations within the two weeks prior to the event will result in a loss of deposit. All deposits or fees eligible for return will be mailed back to the renter from City Hall within 30 days following the event.

## **NO ALCOHOL OR SMOKING ALLOWED ON CITY PROPERTY!!!!**

I agree to abide by the policies and rules of the City of McComb. I understand that I am responsible for any damages to City property that may occur during my usage. I understand I should report any problems to the Department of Recreation. I intending to be legally bound, hereby, waive, and decline any and all rights and claims for damages I may have against the McComb Recreation Department, City of McComb, and sponsors, and their representatives, successors and assigns for any and all injuries suffered by myself.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only:

Payment \$ \_\_\_\_\_ Payment Method \_\_\_\_\_ Receipt \_\_\_\_\_ Date: \_\_\_\_\_